

2023 Quilt Show Volunteers Job Descriptions

Monday

Equipment set up: Set up the frames and drapes for displaying the quilts. This involves STANDING, WALKING, BENDING, CLIMBING SCAFFOLDING. Husbands, children, friends are welcome. Begins at 8:00 a.m. to whenever. You need not stay all day. Lunch will be provided.

Tuesday

Quilt Intake:

- Greeter: Stand at door and direct quilter to appropriate table. This is a STANDING position.
- Bagger/Taggers: Assist the Intake team by inserting the submitted quilt into a bag, applying the tag to the bag, and placing the bagged quilt on a table for the runners. This is a STANDING position.
- Runners: Move quickly from the table to event floor delivering the bagged quilts. This is a STANDING/WALKING position.

Quilt hanging: Hang the quilts for display. This involves STANDING, WALKING, BENDING, CLIMBING SCAFFOLDING. Husbands, children, tall strong friends are welcome. Begins at 9:00 a.m. to whenever. You need not stay all day. Lunch will be provided.

Wednesday & Thursday

Judges Scribes: Fill out judge's critique sheets as she talks her way through her evaluations. Scribes need to have good hearing, legible penmanship, good spelling, and the ability to keep confidences. This is a STANDING/WALKING position.

Thursday

Gallery Tag Hanging: Hang the gallery tags on each quilt after judging is complete. This is a STANDING/WALKING position.

Friday and Saturday

Admissions: Sell admission tickets, collect cash, and use credit card Square. This is a SITTING position. Note: Training will be provided for using the credit card Square.

Greeter: Greeter will collect admissions tickets at the door, pass out programs, and stamp hands of those who may want to return later in the day. This is a STANDING position.

Donation Quilt Ticket Sales: Sell tickets for the donation quilt drawing, handle cash, and deposit tickets in the bin. This is a SITTING position.

Marketplace:

- Cashier: Handle cash and use the Square for credit card sales and reference the chart for the quilts for sale. This is a SITTING position.
- Customer Service: Arrange displays, assist customers, restock. This is a STANDING position.

Membership: Talk to and sign up anyone interested in joining the guild. This is a SITTING position.

Mini Quilt Challenge/Auction: This job involves monitoring the Mini Quilt Challenge booth and tending to the bid sheets. This is a SITTING/STANDING position.

Vendor Relief: Will need to be able to text with vendor team to communicate across building. Will be making rounds checking on vendors, distributing water, running booth for vendor breaks. This position involves STANDING/WALKING.

Volunteer Check-In: Check in the volunteers, hand out volunteer badges, and monitor volunteers' handbags. This is a SITTING position.

Sunday Morning

Quilt and Equipment Takedown: This job involves gently taking down the quilts and giving them to the quilt return group, taking down the poles to be sorted and loaded on the trailer, chains reattached and rewound on spools and hooks sorted, folding and sorting drapes, unloading the poles at the storage unit. This involves STANDING, WALKING, BENDING, CLIMBING SCAFFOLDING. Husbands, children, friends are welcome.

Quilt Returns

- Sorting/Folding: Will work with the takedown group to sort and fold the quilts as they are removed from the display area.
- Greeter: Stand at door and direct quilter to appropriate table. This is a STANDING position.
- Runners: Move quickly from table to table delivering the bagged quilts. This is a STANDING/WALKING position.